

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS –
PATTON**

JOB CLASSIFICATION: SSA / AGPA (CONFIDENTIAL Designation) EMPLOYEE RELATIONS ANALYST

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

The Employee Relations Analyst (ERA) at Department of State Hospitals-Patton (DSH-Patton) is staff to the Staff Services Manager I (Employee Relations Officer) and functions as a liaison between the Hospital's administration, management, supervisors, and the exclusive employee representatives. The ERA functions independently within the constraints of recommending appropriate personnel actions, effective supervisory responses in support of the state personnel management and discipline program, and effective supervisory techniques. This position is a confidential position for purposes of delegated bargaining. Typical responsibilities of the ERA at DSH-Patton include but are not limited to the following:

40% **Reviews, proposes, finalizes, prepares, edits, and serves formal adverse actions. Coordinates, attends Skelly hearings, and finalizes Skelly Officer's orders or case disposition details. Coordinates recommendations from Department Heads and Managers and recommends appropriate penalties to advise the Hiring Authority.**

Reviews, proposes, finalizes, prepares, edits and serves formal Rejections on Probation. Coordinates, attends Coleman hearings, and finalizes Coleman Officer's orders or case disposition details. Coordinates with the employee's prior state agency or prior supervisor to return the employee to other state service or classification when the employee is eligible to exercise this right.

Prepares non-punitive actions, including but not limited to Absent without Leave (AWOL) separations, Automatic Resignations of Intermittent Employees, Separation of Intermittent Employees with or without fault; ensures compliance with government codes and hospital policies and procedures, serves formal adverse actions and non-punitive actions upon employees. Coordinates and attends Coleman or name clearing hearings as hospital representative and finalizes case pursuant to Hearing Officer's orders.

30% **Assumes role of and performs duties of the Labor Relations Analyst during his/her absence, or when additional workload of LRA requires assistance, for example, during collective bargaining. This includes**

DUTY STATEMENT – Employee Relations Analyst

Page #2

investigating and researching grievances and complaints; monitoring and compiling information within required time frames; attending Joint Labor Management meetings; coordinating and preparing responses to the Unions.

15% Consults with managers and supervisors regarding progressive corrective and adverse personnel actions. Attends disciplinary meetings to provide support as requested or needed by Department Managers, Supervisors when the employee's labor representative is also in attendance. Works with managers and supervisors to identify performance, discipline and/or misconduct issues and develop appropriate plans of correction.

Develops and delivers training to Supervisors on progressive discipline, pursuant to recognized state and hospital policies, supervisory policies, and in compliance with laws, policies, and labor agreements.

Consults with, guides and recommends actions to Managers and Supervisors regarding employees that are absent without leave (AWOL). Prepares AWOL separation document, provides supporting documentation to the SSMI for review and approval.

10% **Consults with and recommends to Managers and Supervisors regarding no fault separations, including Medical Actions, Automatic Resignations of Intermittent Employees, Separation of Intermittent Employees with or without fault, and Notices of Termination without Fault.**

Represents the hospital or is liaison to SPB attorney at formal appeal hearings for above actions. Assists Department of State Hospitals Legal and participates in the preparation and defense of Adverse Actions, Rejection on Probation, AWOL, non-punitive actions, medical actions, and all related hearings.

Conducts meetings and discussion sessions, represents or assists in representing the State/Hospital in conducting cross-examination for hearings before Administrative Law Judges at SPB or DPA hearings regarding adverse actions appeals and Rejection on Probation Appeals. Travel may be required for this function.

Reviews and recommends approval of unemployment benefits. Prepares reports to track unemployment costs and advises management of and makes recommendations to reduce costs. Liaison to EDD to coordinate repayment of unemployment benefits from back wages awards for employees.

5% **Tracks completion of Hospital Investigations reports which result in findings to ensure action deemed appropriate is taken. Prepares compliance reports for the Incident Review Committee. Follows up**

DUTY STATEMENT – Employee Relations Analyst

Page #3

with Department Heads and Managers, makes appropriate recommendations to the Hiring Authority, coordinates and effectively communicates with the Office of Law Enforcement Services (OLES) to ensure deadlines and documentation requirements are met.

Prepares various reports related to adverse actions, AWOL separations, no fault separations, complaints and grievances.

Other duties as required.

2. SUPERVISION RECEIVED

This position receives supervision from the Staff Services Manager I (Employee Relations Officer). May be assigned as lead person for other staff personnel.

3. SUPERVISION EXERCISED

This position does not generally supervise but may lead other staff.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Knowledge of the state's disciplinary process, government code sections regarding the disciplinary process, collective bargaining agreements, progressive corrective and punitive action concept as applied to the public sector and the State's formal adverse action process.

ABILITY TO:

Ability to maintain a general working knowledge of the state's disciplinary process and 14 current collective bargaining agreements affecting the working conditions of the workforce at DSH-Patton. Ability to apply principles and practices of public personnel management.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace that enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Knowledge of the State's Employer-Employee Relations Act (Dills Act).

DUTY STATEMENT – Employee Relations Analyst

Page #4

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Ability to utilize the various MOU's and rules governing Managers, Supervisors, and confidential employees.

Must maintain a valid California Driver's License and Defensive Driving Certificate at all times.

6. LICENSE OR CERTIFICATION – Possession of a valid California Driver's License and Defensive Driving Permit is required.

7. TRAINING - Training Category =

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is a confidential employee, excluded from collective bargaining. Required to work any shift and schedule in a variety of settings throughout the Hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the Hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Frequent local (San Bernardino County and Riverside County) travel may be required in order to attend hearings and conferences. Infrequent, overnight travel may also be required.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date